

CHAPTER 1

GENERAL

Section I - Introduction, Purpose, Scope, and Objectives

1-1. **Introduction.** Technician Personnel Regulations (TPRs) are the National Guard Bureau's (NGB's) official publications on technician personnel management. TPRs are used to issue NGB policies, assign responsibilities, direct actions, prescribe procedures, and provide operational guidance. TPRs are developed by the NGB Human Resources Office (NGB-J1-TN) and apply to all Army and Air National Guard technicians employed under provisions of Section 709, Title 32, United States Code (USC) (Appendix 1).

1-2. **Purpose.**

a. This Alabama National Guard Technician Personnel Manual for Supervisors establishes policies and procedures, consistent with NGB TPRs and the Office of Personnel Management Operating Manuals (OMs), for administering the Alabama National Guard Technician Personnel Management Program.

b. This manual is intended to provide current and useful guidance necessary for the efficient and effective personnel administration and management of technician personnel. It is a "working reference library" designed for the day-to-day use of supervisory personnel and does not abridge the authority of the OMs or TPRs.

c. It is recognized that there will be situations where a simple solution may not be located in this manual. In those cases inquiries will be made at higher levels until an answer to the problem has been decided upon. Variations from the guidelines set forth in the content of this manual shall not be made without approval of The Adjutant General through prior HRO coordination.

1-3. **Scope.** The provisions of this manual apply to both Army and Air National Guard technicians. IN THOSE INSTANCES WHERE THE PROVISIONS OF AN APPROVED LABOR AGREEMENT BETWEEN TAG, AL AND AN EXCLUSIVELY RECOGNIZED LABOR ORGANIZATION MAY DIFFER FROM THE PROVISIONS OF THIS MANUAL, THE LABOR AGREEMENT PROVISIONS SHALL PREVAIL.

1-4. **Objectives.** The objectives of this manual are to:

- a. Provide uniform policies and procedures governing technician personnel administration and management.
- b. Provide guidance to supervisors and other officials in the technical aspects of personnel administration and management.
- c. Provide information concerning the obligations, rights, and privileges as Alabama National Guard technicians.

Section II - Concept, Authority, and Responsibilities

2-1. **Concept.** The concept of the technician program is that technicians will serve in three (3) different ways: (a) Perform full-time technician work in their units; (b) Perform military training and duty in their units; and (c) Be available to enter active State or Federal Service at any time their units are called.

a. **Technician Positions.** The National Guard Bureau authorizes technician positions to support the mission of the Alabama National Guard.

b. **Technician Position Descriptions (PDs).** Standard technician position descriptions are issued by the National Guard Bureau. Exception PDs are issued by the State Human Resources Specialist (Classification).

c. **Manning Criteria.** The National Guard Bureau prescribes the criteria for technician manning required to accomplish the day-to-day administrative, training, logistics and maintenance functions of the Alabama National Guard.

d. **Functions.** Technicians perform duties day-to-day to assist the commander and/or technician's supervisor in the discharge of their duties and responsibilities. They provide information to the official for decision and disseminate information to other personnel of the unit/activity, and to higher and subordinate units, as appropriate. They are responsible for keeping the official informed on developments in their work areas and areas encompassed by their technician duties.

2-2. **Authority and Responsibilities.**

a. **Authority.** The authority for the Alabama National Guard Technician Program is Section 709, Title 32, USC (Public Law 90-486).

b. **The Adjutant General of Alabama (TAG, AL).** As an Alabama National Guard technician you are an employee of either the Department of the Army or Air Force and appointed by The Adjutant General of Alabama (TAG, AL). The Adjutant General of Alabama is responsible for proper technician personnel administration and management within the Alabama National Guard Technician Program. Management of the technician workforce is exercised through the technician's chain of command and/or line of supervision.

c. **Human Resources Officer (HRO).** This officer represents The Adjutant General of Alabama in technician personnel matters; consults with TAG on technician personnel policy matters; develops, implements, and reviews the Alabama National Guard Technician Program; and participates in all technician personnel management activities. The HRO is responsible to The Adjutant General for overall administration of the technician personnel program and is designated to act for TAG to authenticate the required notices of technician personnel actions.

d. **Commanders, Management Officials, and/or Technician Supervisors.** The primary responsibility for technician personnel management in the Alabama National Guard rests with the official who is responsible for the successful accomplishment of the missions of the Alabama National Guard. These officials are directly responsible to The Adjutant General of Alabama for the development and effective participation in the technician personnel management program and for establishing a work environment which will make for positive technician motivation and high performance. In coordination with commanders and management officials, supervisors are delegated the authority to recommend and/or request technician personnel actions. They are responsible for:

(1) Adhering strictly to this manual, the Union Agreements, and directives governing technician personnel administration and management.

(2) Recommending technician personnel actions and recommending persons for appointment, promotion, reassignment, demotion, separation, and detail.

(3) Establishing performance standards, in writing, for each filled technician position under their supervision and certifying to the accuracy of technician position descriptions.

(4) Maintaining supervisory control and accountability of technicians assigned.

(5) Assigning the work to technicians assigned.

(6) Appraising the performance of technicians assigned.

(7) Approving or recommending approval of leave for technicians assigned.

(8) Taking or initiating corrective action when technician performance shows it is necessary.

(9) Recognizing and recommending special recognition for technicians where warranted by excellent or outstanding performance.

(10) Identifying training needs of technicians, conducting on-the-job training, recommending other training, and evaluating training results of technicians assigned.

(11) Resolving grievances and maintaining discipline.

(12) Conferring with stewards on changes in policies, practices, and matters affecting working conditions of bargaining unit members.

(13) Assuring military assignment compatibility with technician assignment.

(14) Making sure prompt and correct submission of injury reports.

(15) Maintaining work folders for technicians.

Supervisors are responsible for providing progressive and constructive leadership and for making sure that every technician understands what is expected of them, to whom they are responsible, and their work relationship with their fellow workers.

e. **Technicians.** Technicians, including supervisors, are expected to discharge their assigned duties with diligence and efficiency, to give a full day's work for a full day's pay, to cooperate with those who are vested with administrative and military authority to direct their work, and to observe the spirit and the letter of laws and regulations governing their conduct.

Section III - Policy

The Alabama National Guard's policy is to implement a model equal employment opportunity program in accordance with EEOC Management Directive 715, providing equal opportunity for all in the areas of recruitment, hiring, promotions, transfers, reassignments, training, benefits, separation and policies affecting the treatment of National Guard technicians. All National Guard personnel shall be provided a work environment free from sexual harassment and reprisal. Each commander, management official and/or supervisor of technician personnel shall make sure that all technician personnel actions affecting technicians or applicants for employment are made free from discrimination based on race, color, national origin, sex, religion, age and handicap.